

15 May 2000

Flying

**SAFETY AND REGULATORY COMPLIANCE—
SHORT-NOTICE INSPECTION**

This regulation requires an 18-month short-notice inspection of all CAP flying units with the purpose of improving both safety and regulatory compliance. **Note: Shaded areas identify new or revised material.**

1. General. The CAP flying program is vital to Civil Air Patrol's (CAP) service to the Air Force and the country. To preserve the flying program, there must be an effective flying safety program as well as a plan to ensure compliance with CAP flying directives. This regulation establishes a short-notice inspection program of all CAP flying units with the purpose of improving both safety and regulatory compliance.

2. Commander's Responsibilities. Commanders of CAP flying units are responsible for maintaining an effective flying safety program to ensure that CAP flying regulations are followed. To meet those responsibilities, commanders should conduct mandatory classroom training for CAP aircrews and flight release officers (FROs) covering flying safety subjects and CAPR 60-1, *CAP Flight Management*. Mandatory monthly safety meetings required by CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, should be used to satisfy mandatory classroom training specified herein.

3. Member's Responsibilities. CAP members involved in the CAP flying program are responsible for understanding and complying with CAP flying directives and safe flying practices.

4. Wing Commander's Short-Notice Inspection Program.

a. The Short-Notice Inspection Program. In order to accomplish the above purposes, wing commanders must conduct a "Short-Notice" inspection program. Under this program, each CAP unit with a flying program will be given at least one "Short-Notice" inspection during each 18-month period. For the purpose of this regulation, a "Short-Notice" inspection is a complete inspection of the flying unit, conducted as outlined in this regulation, with advance notice of not more than 7 days to the unit being inspected. For good cause, a region commander may waive or delay the required inspection of any unit in the region on the request of the wing commander.

b. Inspection Team Composition. The wing commander must appoint sufficient numbers of inspection teams to conduct the required "Short-Notice" inspection program. When requested by the wing commander, group commanders and his/her staff can be tasked to accomplish some of the "Short Notice" inspections on behalf of the wing. Copies of all inspection reports must be reviewed by

the wing commander, director of operations, and safety officer and kept on file at wing headquarters. Teams should consist of a minimum of two pilot qualified members knowledgeable in flying safety and CAP flying directives. Consideration should be given to appointing CAP wing inspector generals (IG), wing director of operations (DO) personnel, safety officers (SE), along with other members. In addition, consideration should be given to inviting wing LOs, LNCOs and CAP/USAF personnel to assist team members.

c. Inspection Team Reimbursement. Wing commanders should attempt to obtain Air Force funded training missions to transport inspectors. The "Short-Notice" inspection program must be conducted regardless of the availability of reimbursements.

d. The Inspection. The inspection must cover the following subjects:

(1) The unit's flying safety program including safety meetings and attendance records.

(2) A review of the unit's flying records including the unit pilots' records.

(3) The unit's flight release procedures, including the appointment and training of FROs, and CAPF 99, *CAP Flight Release Log*, including recording flying categories and flight times.

(4) The maintenance and condition of the unit's assigned CAP aircraft.

(5) An overall evaluation of the unit's safety and compliance with CAP flying, safety, and other operational regulations.

e. Inspection Reports. The inspection team through its senior officer must file a written report with the wing commander covering each of the areas listed in paragraph 4d above, on each unit inspected. The report must be filed within 10 days after the inspection and must list all discrepancies found in each of the five areas. (See atch 1.)

f. Processing Reports. The wing commander will validate any discrepancies and furnish a copy of the report to the unit commander for comment and corrective action within 30 days of the report date. The unit commander will reply with corrective actions or corrective action estimated completion dates within 30 days of receipt of the report. Unit commanders will update the status of open items every 30 days until all items are satisfactorily corrected. The wing liaison office, CAP region CC, and CAP-USAF LR will be copied on all the correspondence.

5. Loss of Aircraft/Flying Privileges on Repeat Discrepancies. If the unit's subsequent short-notice inspection produces a repeat, validated discrepancy, the wing commander must reassign all of the unit's corporate aircraft and prohibit all CAP flying in corporate and member-owned/furnished aircraft under CAPR 60-1. The National Commander on recommendation of the region commander may for good cause shown, grant a waiver or delay of loss of aircraft. After an appropriate time period and for good cause, the wing commander may recommend the return of a corporate aircraft and/or restoration of flying

privileges for the unit subject to approval of the region commander.

6. Record Keeping. Wing commanders must keep complete records of all inspections and replies for a period of 3 inspection cycles.

7. Complaints. Decisions made and actions taken under this regulation are final and may not be the subject of a complaint under CAPR 123-2, *Complaints*.

1 Attachment:
Short-Notice Inspection Report

SUMMARY OF CHANGES

1. Paragraph 4—Inspection period changed from 12- to 18-months.
2. Paragraph 4—Definition of "Short-Notice" inspection changed to a complete inspection of the flying unit as outlined in CAPR 60-2 with no more than 7-days advance notice.
3. Entire regulation changed—"no-notice" to "short-notice."

SHORT-NOTICE INSPECTION REPORT

_____ WING

As required by CAPR 60-2, a Short-Notice Inspection of the _____ unit was conducted on _____ by wing inspectors with the following report (attach additional paper if needed).
(Date)

1. THE UNIT'S FLYING SAFETY PROGRAM:

Discrepancies:

*(1)**(2)***Comments and recommendations:***(1)**(2)****2. THE UNIT'S FLIGHT RELEASE PROCEDURES INCLUDING THE APPOINTMENT AND TRAINING OF FLIGHT RELEASE OFFICERS, AND COMPLETION OF CAPFs 99, CAP FLIGHT RELEASE LOG:***

Discrepancies:

*(1)**(2)***Comments and recommendations:***(1)**(2)****3. MAINTENANCE OF UNIT'S FLYING RECORDS INCLUDING PILOT RECORDS:***

Discrepancies:

*(1)**(2)***Comments and recommendations:***(1)**(2)****4. MAINTENANCE AND CONDITION OF THE UNIT'S ASSIGNED CAP AIRCRAFT:***

Discrepancies:

*(1)**(2)***Comments and recommendations:***(1)**(2)*

5. OVERALL EVALUATION OF REGULATORY COMPLIANCE (CAPR 60-1, CAP FLIGHT MANAGEMENT; CAPR 60-2, SAFETY AND REGULATORY COMPLIANCE —SHORT NOTICE INSPECTION; AND CAPR 62-2, MISHAP REPORTING AND INVESTIGATION):

Discrepancies:

(1)

(2)

Comments and recommendations:

(1)

(2)

(Print or type name and rank.)
INSPECTION TEAM LEADER

(Date)

[Copy furnished to inspected unit commander for reply.]

I have reviewed this report.

Wing Commander's Signature

(Date)